

13 February 1958

MEMORANDUM TO: Chief, Records Management Staff

1. Failure to get verbal approval from the Security Office has precluded our effort to initiate the use of Chain Envelopes as the outer wrapper for transmission of Top Secret documents within CIA.

2. However, I believe the non-approval of the Security Office was based on Agency common practice rather than prescribed procedures. Regulation   Section N. (1) titled, "Transmission of Classified Documents within CIA" states:

"Top secret Documents, not registered, will be double wrapped when transmitted by Top Secret Couriers, who also are Alternate Top Secret Control Officers. Such documents need not be double wrapped when hand delivered by the CIA Top Secret Control Officer, or by Area, Assistant and Alternate Top Secret Control Officers, other than Top Secret Couriers. When transmission is accomplished by such hand delivery, the appropriate Area Top Secret Control Officer must be notified. Document Receipts be obtained in all cases. The recipients' signature in the Sender's Top Secret Log Book may be substituted for the Standard Document Receipt Form. No Persons other than those specifically mentioned above, shall be permitted to transmit Top Secret documents within CIA." Nowhere does the Regulation state that the document will be double wrapped sealed.

3. In view of the above, I would like to propose a meeting between you and the Chief, Physical Security Division, Office of Security. If you concur that such a meeting is appropriate, the attached list of points to be discussed may aid in solving the problem.

Chief, Forms Management Branch

Attachments (2)